

(CLASSIFICATION)

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-238

Date 1 May 1963

TO : **Comptroller**  
SUBJECT : **Delinquent Accounts**  
REFERENCE:

Could you let me have a report on the present status of delinquent accounts and what progress has been made in the last year to eliminate these.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
**Executive Director**

LBK:drm

**Distribution:**

**Original - Addressee**

**1 - DCI; 1-DDCI; 1-ER; 1-ExDir**

**SUSPENSE DATE: 15 May 1963**

(CLASSIFICATION)

**SECRET**

63-34661

10 MAY 1963

MEMORANDUM FOR: Executive Director

SUBJECT: Delinquent Accounts

REFERENCE: Memorandum from Executive Director No. A-238, dated  
1 May 1963, same subject

1. Attached as Tab-A is a schedule showing the status of Headquarters controlled advance accounts as of 31 March 1963 as compared to the status of advances on 31 May 1962. You will note that during this period the number of delinquent advances to employees has been reduced from 128 to 4, the number of delinquent advances to agents has been reduced from 67 to 34, and the number of delinquent advances to Projects has been reduced from 44 to 16.

2. The progress made in reducing the number of delinquent accounts is attributable to the following:

- a. The Automatic Data Processing Division is providing more current statements and reports on advance accounts. This facilitates timely analysis and provides more current information to pass on to operating components for necessary action.
- b. The Finance Division has reduced systems and processing lags and is processing accounts in one-half the time that was required a year ago. An aggressive follow-up is being maintained on all delinquent accounts, and a positive request for action is initiated by the Finance Division on each account more than 60 days delinquent.
- c. The various operating components have placed greater emphasis upon the need for timely accountings and have taken action to process accountings to the Finance Division more promptly.

3. There is an increased awareness and understanding on the part of individuals receiving advances as to the necessity for timely and adequate accountings. This has been brought about in part by the actions mentioned above and in part through the maintenance of more frequent personal contacts with individual advancees, made possible following the location of the Clandestine Services components in the Headquarters building.

JOHN A. BROSS  
Comptroller

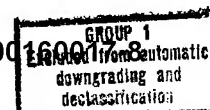
Attachment

25X1

(EXECUTIVE SECRETARY)

Approved For Release 2002/09/04 : CIA-RDP80B01676R000100160017-8

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TAB-A

A COMPARISON OF THE TOTAL NUMBER OF ADVANCE ACCOUNTS AND THE  
NUMBER OF ACCOUNTS DELINQUENT MORE THAN 60 DAYS BEYOND THE  
DUE DATES ESTABLISHED FOR THE SUBMISSION OF ACCOUNTINGS

	<u>As of 31 May 1962</u>		<u>As of 31 March 1963</u>		<u>Delinquency</u>
	<u>Total No.</u>	<u>No. 60 Days or</u>	<u>Total No.</u>	<u>No. 60 Days or</u>	<u>Increase or</u>
	<u>Accounts</u>	<u>More Delinquent</u>	<u>Accounts</u>	<u>More Delinquent</u>	<u>(Decrease)</u>
ADVANCES TO EMPLOYEES:					
Director					
Deputy Director (Plans)					
Deputy Director (Intelligence)					
Deputy Director (Research)					
Deputy Director (Support)					
In Process Transfer to Field					
Resignations and Deceased					
Total Number of Accounts					25X1
Percentage	100.0%	9.16%	100.0%	0.31%	(96.61%)

					25X1
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ADVANCES TO PROJECTS:

Director					
Deputy Director (Plans)					
Deputy Director (Intelligence)					
Deputy Director (Research)					
Deputy Director (Support)					
Total Number of Accounts					
Percentage	100.0%	27.67%	100.0%	13.44%	(51.42%)

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION		NO.	
Chief, Finance Division <i>JFB</i> 6-E-44				DATE 10 May 1963	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1. Comptroller 6-E-69		10 MAY 1963		<i>JFB</i>	
2.				<i>3-5</i>	
3. Executive Director 7-E-12			13 MAY	<i>Prognose!</i> <i>LBR</i>	
4.					
5. <i>DDCI</i>		5/13/63	5/16	<i>[Signature]</i>	
6.					
7. <i>ER - file with copy of full.</i>					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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